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Date Created: 2/25/2020	WRITING SOPs	Last Reviewed: 2/25/2020
Version #: 0.1	Prepared By: Leah Cook	Last Updated: 2/25/2020

SOP 1: WRITING STANDARD OPERATING PROCEDURES (SOPs)

Purpose:

Describes how to write standard operating procedures. Helps food operators ensure consistency across their operations and streamline training time with well-written SOPs.

Materials Needed:

- Paper & writing implements.
- Possible access to area where procedure is performed.

Assigned to:

- Food safety manager: draft, assemble, post, and train staff in SOP.
- Crew leaders and crew: give input on process steps and test SOP.

Procedure:

1. Choose the process you're writing the SOP for.
2. Involve the people who do the process if possible.
3. Map out the steps in the process. You can draw it visually or write out steps.
4. Draft a written version of these steps using simple language.
5. Write down all materials or supplies needed for the process.
6. Write who performs the tasks and how frequently they should be done. You can use names, but position names can last longer than individual employees.
7. Write who is responsible for making sure the tasks are done. This is usually a decision maker or supervisor.
8. Decide if there are any records or verifications that need to happen.
9. Put together your draft SOP.
10. Test your SOP and run it by the people who normally do that process.
11. Finalize your draft and record the date of this version.
12. Print and post the SOP.
13. Train your people in the SOP and where to find it.

Verification and Documentation:

SOPs will be reviewed annually and the review date updated at that time. The version number and date of last update will be changed if anything in the SOP is changed. **Food safety manager** will be responsible for reviews and update.

Reviewed By:	Signature:	Date:
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